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CODIB-D-112/5
1 November 1965
Limited Distribution

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Draft Task Team Quarterly Report
(Period: 1 July - 31 September 1965)

Attached is a draft quarterly report to USIB re Task Team activities.

May I have telephone concurrence by cob Monday, 8 November 1965.

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Secretary

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CODIB-D-112/5
29 October 1965

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved
Recommendations in USIB-D-39.7/5 (Period:
1 July - 31 September 1965)

REFERENCES: (a) USIB-D-39.7/10, 14 September 1965
             (b) USIB-D-39.7/6, 6 May 1964
             (c) USIB-D-39.7/5, 16 March 1964

Attached is a summary of activities and accomplishments of CODIB
Task Teams, established pursuant to recommendations in Reference (c)
as approved and amended by USIB in the attachment to Reference (b).
This is the fifth quarterly report. The previous report was Reference
(a).

Paul A. Borel
Chairman

Attachment: A/S

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Group 1
Excluded from automatic
downgrading and
declassification.

CODIB-D-112/5
29 October 1965

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 July - 31 September 1965

I. **CONTENT CONTROL**

(Content Control is a scheme for identifying the content of intelligence items before their publication.)

This Task Team has held a total of 29 meetings, seven during this quarter. Members have reported a total of 1258* hours devoted to this effort. The Team has completed the development of its content control scheme and is now in the process of preparing a report to CODIB for review and comment by the various agencies with particular emphasis on feasibility of its application. The Team now expects this report to be ready by November 15. After the agency's views are obtained, the Team will recommend procedures for implementing and monitoring the scheme, or give valid reasons why such implementation is not feasible, as required by the Terms of Reference.

II. **ITEM IDENTIFICATION**

(Item Identification is uniquely identifying and listing publications, document series and other items of intelligence interest.)

This Task Team has held a total of 22 meetings, two during this quarter. Members have reported a total of 980* hours devoted to

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*Does not include time spent by members of the CODIB Support Staff.

this effort. The Team delivered a report to CODIB on 24 August. The report examines the need for an item identification system and the various alternatives open to the Community. It proposes the establishment of an Item Register System, delineates the basic elements of the system, and provides a plan for implementation. The initial system is envisioned as one uniquely identifying some 5,000 - 7,000 items at the series level. Preliminary cost estimates for the system, for designing, testing, evaluating and to reach operational capability in about six months, include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 hours of machine support (based on an IBM 1410). The report estimates that after the design, testing, evaluation, and buildup are complete, maintenance of the Item Register will require approximately ten machine hours per month (IBM 1410), one-half of the time of a professional and one-fourth of the time of a clerk   The report is now receiving critical review by the various agencies and will be considered by CODIB at its next meeting.

III. FOREIGN PUBLICATIONS

This Task Team has held a total of 15 meetings, three during this quarter. In addition, a working group on transliteration has held a total of seven meetings, one during this quarter. Members of the Task Team and the working group have reported a total of 977* hours devoted to this effort. The Team has completed its investigation of the problems associated with the processing and exploitation of

foreign publications and is now drafting a report which is scheduled for completion by 30 November. An interim working group on hard-to-get publications has been formed as previously recommended by the task team in an interim report on "The Need for and Procurement of Foreign Publications." Its purpose is to coordinate want lists and guide requirements, to compile an inventory of assets and a collation of assets and requirements, and to assess the problems involved in establishing controls for procuring and accessioning hard-to-get publications. The Chairman of the working group on transliteration has revised the first draft of a report on "Needs for Standards for Transliteration in the Intelligence Community" and it is now being reviewed by members of the working group.

IV. INSTALLATIONS

This Task Team has held a total of thirteen meetings, one during this quarter. Members have reported a total of 1173* hours devoted to this effort. As a result of CODIB discussion and agency comments, the Team has made revisions to its report converting it from an interim to a final version. The final report together with agencies' positions thereon will be considered by CODIB at the next meeting.

V. BIOGRAPHICS

This Task Team has held a total of twelve meetings, one during this quarter. In addition, two working groups each consisting of a portion of the Task Team have held a total of eleven meetings, three during this quarter. Members have reported a total of 3,474* hours

devoted to this effort. The two working groups have completed the
tasks assigned them and have prepared reports on their findings to the
team chairman. The Team has now completed its investigation into the
problems associated with the processing of biographic information
within the Intelligence Community and is drafting its report. It is
anticipated that a draft will be ready for review by the entire team
by 30 October and for CODIB by 15 November.

VI. RESEARCH AND DEVELOPMENT

This Task Team has held a total of sixteen meetings, seven
during this quarter. Members have reported a total of 1798* hours
devoted to this effort. A report of the Team's findings and recom-
mendations was delivered to CODIB on 31 September and is now being
reviewed within the various agencies. From a large number of recom-
mended actions, the Team selected five which it considers essential
for immediate initiation: These are: 1) Establish a mechanism for
formulating intelligence data handling (IDH) R&D objectives and
policies; 2) Allocate more resources--both funding and Intelligence
Community personnel--to improve our warning and indications capabi-
lities; 3) Produce a comprehensive list of information services,
either sponsored by the government or available by other means, which
contain information on current and pertinent research and development
of use to the USIB IDH-R&D Community; 4) Evaluate two different types
of IDH systems to establish methodology and criteria for determining
what constitutes a reasonable IDH system; and 5) Establish a feed-back

mechanism between finished intelligence users and producers and the
IDH-R&D organizations.

VII. ANALYST COMMUNICATION

This Task Team has held six meetings, three during this quarter.
Members have reported a total of 252* hours devoted to this effort.
The Team has prepared an interim report with some tentative conclusions
and recommendations based on team deliberations and partial investi-
gation of one area only (Latin America). One of the most significant
of these tentative conclusions is that a complete interagency directory
of analysts' skills and expertise seems of dubious value--even if the
many obstacles to its preparation and maintenance could be overcome.
The report lists four tentative recommendations.

1. Each agency should develop a directory of its
available intelligence skills and expertise for its own internal use,
especially for strengthening staffs in crisis situations.

2. Interagency liaison arrangements and additional
points of contact should be reviewed and strengthened. These arrange-
ments should include a comprehensive exchange of organization charts
of the production components of the agencies.

3. Present facilities by which analysts in one agency
communicate with their opposites, either orally or by facsimile or
similar methods, are susceptible to considerable improvement.

4. The establishment of analyst-to-analyst relationships
should be included as part of the ongoing crisis contingency planning
between State, Defense, and CIA.

VIII. PHOTO CHIP

This Task Team has held ten formal meetings, none during this quarter. In addition, various members have met frequently since 1 May for the purpose of working on the team report. Members have reported a total of 5072* hours devoted to this effort. The report is now being put in final form for review by the entire team and should be available to CODIB by 15 November. In order to expedite delivery of the report to CODIB, the annexes will be published separately at a later date, but the main body of the report will contain a precis of each annex.

IX. ADP SYSTEMS LIBRARY

This Task Team has held fifteen meetings, none during this quarter. Members have reported a total of 980* hours devoted to this effort. As reported previously [Reference (a)], the Team concluded that the information elements in the USIB ADP Systems Library should be a subset of the elements in the DIA Library of Intelligence ADP Systems in DoD agencies. Therefore, the instructions for reporting on elements common to the two must agree in essential details. The Team report has been delayed several months awaiting completion by DIA of an instruction manual for DoD agencies to use in reporting descriptions of ADP programs and files. [The DIA manual was obtained on 20 October. The Team can now complete its report which should be forwarded to CODIB by 15 November.]